



Enrollment Management Meeting

Tuesday, November 5, 2013

4:00 PM – 5:00 PM

Board Room

MINUTES

Committee Mission: To develop a holistic, comprehensive, and integrated approach to enrollment management while recommending scheduling, instructional and student support strategies to enhance access, success, persistence and goal attainment.

Roll Call: Tim Johnston, Frank Nigro, Meridith Randall, Melinda Kashuba, Marc Beam, Cindy Dupre, Teal MacMillan

Absent: Tom Orr, Lorelei Hartzler, Craig Thompson, Jason Kelly, Keith Brookshaw

Visitor: Michelle Knudsen

Meeting called to order at 4:03 pm by Tim Johnston

1. **Review / Approve October 15 minutes:** Table until next meeting; no quorum.

2. **Review / Confirm process**

a. Review/Clarify initiatives Nov / Dec – longer, as needed.

b. Vet drafts to various constituent groups Feb / March

c. Offer Plan / Recommendations to Instructional Council April / May

We recognize that we have a lot of work going on throughout the campus in other committees. We propose that we can recognize and echo the work of the other committees and support putting forward those initiatives. We will be the tent that recognizes those that have done the other work. This committee is broad reaching, and is an advisory (recommending body) committee to Instructional Council. Our work is to clarify initiatives. If you have anything that you are doing independently (in your constituent group) and you need to put legs to it, can bring it here for support.

When we come up with a final EMC, we will footnote/reference the parallels with other plans on campus, which will add legitimacy to other initiatives.

The final planning document must be ready to give to IC by mid spring-semester.

3. **Review / Clarify draft Enrollment Management Plan 2013 initiatives beginning with p. 6:** See attached document with notes inserted in this meeting.
4. **Next Steps:** Each member will go over the document, use the comment function and then email them throughout the group to react that way. Tim will send the revised document to the group with a deadline on review/comment. Email additional revisions to Tim/Lillian, which will be incorporated and sent back out to committee with a date stamp. After the whole document is marked, Tim will synthesize based on committee input, and we will go through it once again in our meeting on Dec. 3rd. All comments must come back to Tim/Lillian by Nov. 19th.

Next meeting Dec. 3rd, First Tuesday of every month in the boardroom.

Meeting adjourned at 4:54pm.

ENROLLMENT SERVICES

Nov 5, 2013

Tim Johnston

MARC BEAM

Melinda Kasluba

Cindy Dupre

Frank Nigro

~~Michelle Knudsen~~

Meridith Randall

Teal Macmillan